Screens

In addition to the Con-nect menu, six general types of screens are used in Con-nect. These types of screens are introduced in this chapter. No matter with what kind of object you work in a particular screen, the way you use the screen is always the same. The information which applies to a particular kind of object is explained in the section dealing with that object.

This chapter covers the following topics:

- The "Add" Screens

- The "Copy" Screens

- The "Display" Screens

- The "File" Windows

- The "Info" Screens

- The "Modify" Screens

- Other Types of Screens

The "Add" Screens

"Add" screens exist for any kind of object you can add (create) in Con-nect.

You can ADD the following objects: Address, Application, Appointment, Command, Distribution, Document, Folder, Form, Meeting, Menu, Printer, Procedure, Program, Reference, Reminder, Resource and Todo. Only your administrator can ADD a bulletin board or create a cabinet.

An "Add" screen is displayed when you issue the ADD command in conjunction with a specific kind of object. For example:

```
ADD Document
```

If you include a name or date and time as part of the command sequence (see the examples below), this information is automatically entered in the "Add" screen.

```
ADD Document research
ADD Appointment 22.April.94 10.00
```

In the latter example, the date refers to the starting date of a calendar entry, and the time refers to the starting time of the calendar entry. You cannot include the ending date and ending time in the command sequence.

Note:
Certain Con-nect objects are added using windows - these are described in the sections dealing with those objects.

The following is an example of the "Add Document" screen.

```
  1:20 PM             * * *   C O N - N E C T   3   * * *              1.Feb.94
 Cabinet LS                        Add Document                          Tuesday

            Folder Work_____  File _____

  Document Name _____

    Create with _____  ( Form / Program )

    Description _____
                _____
                _____
                _____

       Keywords _____  _____  _____
                _____  _____  _____

    Private use _  or Security Read 7  Modify 7  Copy 7  Print 7

 Expiration Date 1.Feb.95___   Archive on Expiration x
Complete the information above and press ENTER to add
   Command /                                                            /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

In general, the following definition criteria are necessary for all kinds of objects.

Folder

The place where the object is to be stored in your cabinet.

Con-nect automatically provides the name of your default folder. The default folder is the folder which has been defined in your user profile (see *Folders and Password*).

If you want to store the object in another folder, you type the name of the folder in this line.

File

Optional - you can specify that the object is to be stored in a file within the folder specified above by typing the file name in this line.

When a default file has been defined in your user profile, Con-nect automatically provides the name of your default file.

Object Name

The name by which the object is to be identified in Con-nect.

The name must be unique for the kind of object. For example, you must not add more than one document with the name "research". You may, however, add different kinds of objects (e.g. a document and a distribution list) which both have the same name.

It is possible to specify an object name which consists of more than one word. In this case, you insert a blank between each word. Later, when you use the name in a command sequence, you must replace the blanks within the name with the blank substitute character.

You must not use the blank substitute character as part of the name. By default, the slash (/) is the blank substitute character. It is defined in your user profile (see *Language, Command Sequence and Autosave*).

Description

Lines in which you can enter a brief description for the object. The description is shown in "Display", "Modify" or "Info" screens. For certain objects, a description is required (as discussed in the section relating to the particular kind of object).

Keywords

Optional - you can specify up to six keywords when you add certain kinds of objects. A keyword must not contain an asterisk (*).

These keywords are useful later when you use the SEARCH command to locate a specific object. See *Search Facility*.

You can enter an asterisk (*) in any of these lines. Con-nect then displays a list of all keywords you have previously specified (and the frequency with which you have used them). You can mark a maximum of 6 keywords and press ENTER. If the list of defined keywords is longer than can be displayed in the window, you must press ENTER repeatedly.

Keywords are intended for your personal use. Therefore, when you send an object for which you have defined keywords, the keywords are *not* sent with the object.

When you erase an object so that it is moved to the Wastebasket, its keywords are also erased. Thus, when you retrieve an object from the Wastebasket (i.e. when you file it into another folder of your cabinet), you must define all required keywords once more.

Private use

Optional - you can mark this field with any character to specify that this object is private.

This is important, when you have authorized other users to work in your cabinet (see *Adding Shared Users to Your Private Cabinet*). A private object cannot be accessed by another user, and it is not displayed in a list of objects when the other user accesses your cabinet.

When you mark an object as private, any security levels you specify (see below) are ignored.

Security Read _ Modify _ Copy _ Print _

When you add certain kinds objects in Con-nect, you can assign security levels to them.

By default, Con-nect enters your security levels (which have been defined by your administrator) in these fields. You can change these defaults by typing over them.

The security levels are important when you have authorized other users to work in your cabinet (see *Adding Shared Users to Your Private Cabinet*). You can specify what security levels those users must have in order to read (display), modify, copy or print an object in your cabinet.

The levels range from 0 to 9, with 0 being the lowest level (no protection) and 9 being the highest level. However, you are not allowed to assign a security level higher than your own (i.e. when your administrator has defined level 7 for you, you cannot assign level 9).

For example, an object with the read level 7 can be displayed by users who are authorized to read items of level 7 or higher. An object with the print level 0 can be printed by anybody (provided that your administrator has not disallowed the print function for a user).

You can also specify level X which provides absolute protection. No one can perform that function with the object but yourself. You can assign level X only in your own private cabinet. For example, an object with the modify level X cannot be modified by anybody except yourself.

After you have completed the information in the "Add" screen, you must press ENTER to add the object. One of the following things happens, depending on the kind of object:

- the next screen displayed refers to the object you are currently adding and you must take further action as indicated at the bottom of the screen; or

- a blank "Add" screen appears and you can add another object (of the same kind), or proceed to your next function.

The "Copy" Screens

"Copy" screens exist for each kind of object you can copy in Con-nect.

A "Copy" screen is displayed when you issue the COPY command in conjunction with a specific object. For example:

```
COPY Document fiber/optics
```

You must not specify a date as part of the command sequence. To copy an appointment or meeting, you must access a screen which shows a list of calendar entries and then mark the calendar entry with CO.

The following is an example of the "Copy Document" screen.

```
10:18 AM              * * *  C O N - N E C T  3  * * *              15.Feb.2002
Cabinet LS                 Copy Document Acme-Visit                       Friday

         To Cabinet  LS_____
           Document  _____
             Folder  Work_____   File _____

        Copy with  _  Keywords            X  Attached Notes
                   X  Cover Notes          _  Enclosures

        Description  _____
                     _____
                     _____
                     _____


          Keywords  FIBER_____  _____  _____
                    SHARKS_____  _____  _____

                    Attached Notes  1    Cover Notes  1     Enclosures  0
Complete the information above and press ENTER to copy
   Command /                                                              /
```

In general, the following definition criteria are necessary for all kinds of objects.

To Cabinet

Con-nect automatically enters your own cabinet ID, assuming that you want to copy within your cabinet.

You can copy an object to another cabinet if its user has given you permission (see *Adding Shared Users to Your Private Cabinet*). To copy an object to another user's cabinet, you must enter the cabinet ID of that user.

Document

You must specify a name for the copy.

Since no two objects of the same kind can have the same name, you must enter a unique name for the copy.

Folder

The name of the folder in which the original object is stored is automatically provided in this line. If you want to file the copy in a different folder, you must type that name in this line.

File

If the original object is stored in a file from the folder specified above, the name of that file is automatically provided in this line. If you want to store the copy in a different file, you must type that name in this line.

If you do not want to store the copy in a file, you must leave this line blank.

Description

Some objects require a description; others require a description *or* a name; and for others, the description is optional (see the section dealing with the specific object).

After you have completed the information in the "Copy" screen, you must press ENTER to copy the object.

The "Copy" screen re-appears (the "Document" line is blank) and you can copy the object again or proceed to another function.

When you have pressed ENTER, you can apply the commands which are shown in the command prompting line to the copy you have just made. For example, if you have copied a document and want to modify the text, you enter the command MODIFY in the command line of the "Copy" screen to access the "Modify *Document-name*" screen, where you can edit the copy.

The "Display" Screens

There are several types of "Display" screens:

- Display Object

- Display Objects by Name

- Contents of Folder Name

This section does not consider the calendar screens. These screens are described in *Part 5. Time Management*.

Display *Object*

This kind of "Display" screen shows a single object.

A "Display *Object*" screen is displayed when you issue the DISPLAY command in conjunction with an object name. For example:

```
DISPLAY Form inter-office
```

The following is an example of the "Display Form" screen.

```
 2:17 PM              * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS                      Display Form                          Thursday

        Folder Work            File

     Form name Visit
   Description




     User form X
    Entry form _         Cnf document
               Display Cnf document _
      Program F9996759       Library CNT332
                                              Selected addressee(s) 3
         Mark _ to display all selected addressee(s) or
              _ only with active mail status message

   Private use    or security Read 7  Modify 7  Copy 7

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                             /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit              Mod                     Flip  Last  Home
```

As a rule, a "Display *Object*" screen shows the object definition criteria. The following exceptions apply:

- The "Display Resource *name*" screen displays the calendar for the resource, i.e. days for which the resource has been scheduled.

- The "Display *Document-name*" screen contains the document text; the document definition criteria are displayed in the "Info" screen (see *The "Info" Screens*).

For certain kinds of objects, the definition criteria are shown in an "Info" screen.

Display *Objects* by Name

This kind of "Display" screen shows a list of objects that are all of the same kind. For example, you can display a list of all documents.

A "Display *Objects* by Name" screen is displayed when you issue the DISPLAY command in conjunction with a specific kind of object. For example:

```
DISPLAY Document
```

To display a list of objects, you must not specify a name as part of the command sequence. However, you can enter one or more letters followed by an asterisk (*) to display a list of objects beginning with the letter(s) specified. For example:

```
DISPLAY Document na*
```

The following is an example of the "Display Documents by Name" screen.

```
 1:27 PM             * * *  C O N - N E C T  3  * * *            1.Feb.94
Cabinet LS                Display Documents by Name                  Tuesday

Cmd Document Name                 Enc Typ Folder          File     Date Filed
--- --------------------------- --- --- ------------- --------- ------------
 __   Analysis                       Txt Work                       3.Jan.94
 __   Demo                           Txt Research                  20.Dec.93
 __   Draft                          Cnf Work                      20.Dec.93
 __   January-94                     Txt Research     Status       31.Jan.94

 __   Marketing Plan                 Cnf Marketing    Strategy     10.Jan.94
 __   New Strategy                   Txt Marketing    Strategy     31.Jan.94
 __   New Tools                      Txt Work                      31.Jan.94
 __   Report                         Txt Work                       1.Feb.94

 __   Vacation                       Cnf Private                   31.Jan.94
 __   CON-FORM1                      Txt (S)                       20.Oct.93
 __   CON-FORM2                      Txt (S)                       25.Oct.93
 __   CON-FORM4                      Txt (S)                       27.Jan.94

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                         /
 Copy     Display  Enclose  Erase    Export   File     Format  Info     Modify
 Output   Print    Send     Top      Translat X
```

Your own objects are listed first, followed by those created by your administrator. The objects created by your administrator are marked with (S) in the "Folder" column. Each set of objects (those belonging to you and those created by your administrator) is listed in alphabetical order.

If the list is longer than can be shown on one display page, you can press ENTER or press the PF-key which has been assigned to the command "+" to display the next display page. You can also press the PF-key which has been assigned to the command "-" to display the previous page. When the end of the list is reached, pressing ENTER again starts the list at the beginning.

Scrolling the Screen

In the "Display *Objects* by Name" screen, you can use either the POSITION command or the TOP command to scroll the screen.

POSITION

The POSITION command scrolls the screen so that the object whose name begins with the characters you specify is displayed at the top. You must always specify the POSITION command in the command line.

You can either specify the POSITION command with an asterisk (*) after the characters you specify, or without an asterisk.

When you specify the POSITION command *with* an asterisk, only those objects whose names start with the specified characters are shown in the list. In this case, you enter the POSITION command as shown in the following example:

```
  POSITION sag*
```

When you specify the POSITION command *without* an asterisk, the objects whose names start the specified characters are shown first in the list and are followed by all other objects whose names occur next in the alphabet (until the end of the list is reached). If no object beginning with the specified characters exists, the screen is scrolled so that the object whose name occurs next in the alphabetical list is displayed at the top. In this case, you enter the POSITION command as shown in the following example:

```
  POSITION sag
```

The following applies to both cases mentioned above. When you press ENTER at the end of the list, the display restarts with the objects whose names start with the specified characters.

The POSITION command does not apply to objects that are identified by a description (the first characters of the description are shown in parentheses) or system objects (i.e. objects that are marked with (S) in the "Folder" column). However, if your list contains, for example, documents for which only the description is shown in parentheses, you can use the following trick to scroll the screen to these documents:

```
  POSITION zz
```

TOP

You can issue the TOP command either in the command line or in the Cmd-column.

When you mark an object with TO in the Cmd-column, the screen is scrolled so that the marked object is moved to the top of the list.

When you issue the command TOP in the command line, the screen is scrolled so that the object list starts at the very beginning. When you have previously specified the POSITION command, the screen is scrolled so that the object list starts again with the characters you specified.

Contents of Folder *Name*

This kind of "Display" screen shows list of objects that are stored in a folder or in a file of a folder. Different kinds of objects can be stored in a folder or file.

A "Contents of Folder *Name*" screen is displayed when you issue the DISPLAY command in conjunction with a specific folder. For example:

```
   DISPLAY Folder research
```

To display the contents of a file, you specify the command sequence as follows:

```
   DISPLAY Folder folder-name file-name
```

To display the contents of a folder, including the contents of all files in that folder, you specify the command sequence as follows:

```
   DISPLAY Folder folder-name *
```

Note:
If a folder or file is empty, you cannot display it.

```
  1:27 PM             * * *  C O N - N E C T  3  * * *              1.Feb.94
 Cabinet LS              Contents of Folder Research                   Tuesday
                                                                   Descending
 Cmd Item Name        (Description)              Object    Typ Itm Date Filed
 --- ----------------------------------------- -------- --- --- ------------
 __   Status                                    File          x     1.Feb.94
 __   Demo                                      Document Txt      31.Jan.94









 Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
    Command /                                                           /
  Copy     Display  Enclose  Erase    Export  File     Format  Info     Modify
  Output   Print    Send     Top      Translat X
```

The objects in the "Contents of Folder *Name*" screen are shown according to the defined layout (see *Customizing the Folder Layout*). They are arranged in ascending, descending or user-defined sequence (see *Display Sequence of Objects in a Folder*).

If the list is longer than can be shown on one display page, you can press ENTER or press the PF-key which has been assigned to the command "+" to display the next display page. You can also press the PF-key which has been assigned to the command "-" to display the previous page. When the end of the list is reached, pressing ENTER again starts the list at the beginning.

Scrolling the Screen

In the "Contents of Folder *Name*" screen, you can use either the POSITION command or the TOP command to scroll the screen.

POSITION

You can only use the POSITION command when the folder is displayed is ascending or decending sequence. You cannot use this command when the folder is displayed in user-defined sequence. You must always specify the POSITION command in the command line.

The POSITION command scrolls the screen so that the first object which was filed on the date you specify is displayed at the top. For example:

```
  POSITION 24.Dec.93
```

If you do not specify a year, the current year is assumed. You can specify the month as either letters or numbers. You must specify the day, month and year in the same order as shown in the upper right corner of your screen.

When the folder is displayed in descending sequence, the object at the top is followed by objects that were filed *before* the date you specified. Furthermore, folders and files are not shown in the list (this exception does not apply when the folder is displayed in ascending sequence).

When the folder is displayed in ascending sequence, the object at the top is followed by objects that were filed *after* the date you specified.

If no object with the specified date exists, the screen is scrolled so that the object with the next date before (descending sequence) or after (ascending sequence) the date specified is displayed at the top.

When you press ENTER at the end of the list, the display restarts at the very beginning of the list (not with the object which was filed on the date you specify).

TOP

You can issue the TOP command either in the command line or in the Cmd-column.

When you mark an object with TO in the Cmd-column, the screen is scrolled so that the marked object is moved to the top.

When you issue the command TOP in the command line, the screen is scrolled so that the object list starts at the very beginning.

The "File" Windows

"File" windows exist for each kind of object you can file in Con-nect.

- Filing a Single Object

- Filing Several Objects at the Same Time

- Filing an Object Without Displaying the "File" Window

See the description of the FILE command for further information.

Filing a Single Object

To file an object, you can access a screen which shows a list of objects. You can then mark the object with
FI (for FILE) in the Cmd-column to access the "File" window. Alternatively, when the object is currently
displayed, you can enter FILE in the command line to access the "File" window.

The following is an example of the "File Document" window.

```
 1:24 PM              * * *  C O N - N E C T  3  * * *              18.Jan.2001
Cabinet LS                  Display Documents by Name                    Thursday

Cmd Document Name            E  +---------------------------------------+
--- ------------------------ -  !              File Document            !
 __  Analysis                   +---------------------------------------+
 __  Demo                       !                                       !
 __  Draft                      !                                       !
 fi  Fiber Optics               !  _  Use only keywords specified below !
                                !  _  Mark to File with original(s)     !
 __  January-01                 ! Work_____  Folder               !
 __  Marketing Plan             ! _____  File                 !
 __  New Strategy               ! Name                                  !
 __  New Tools                  ! Fiber Optics_____      !
                                !                                       !
 __  Report                     ! Keywords                              !
 __  Vacation                   !  _____  _____     !
 __  CON-FORM1                  !  _____  _____     !
 __  CON-FORM2                  !  _____  _____     !
                                +---------------------------------------+
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                       /
 Address  Copy      Display  Enclose  Erase    Export   File     Format   Info
 Modify   Output    Print    Send     Top      Translat X
```

In general, the following information is necessary to file an object:

Use only keywords specified below

This field is only shown when the object you are about to file has originals (see below).

If you mark the "Mark to File with original(s)" field and also mark this field, all objects are filed
with the keywords that are specified in this window. The keywords of the first object are shown
by default. If you leave this field blank, all objects are filed with the keywords that have
previously been specified for them.

Mark to File with original(s)

This field is only shown when the object you are about to file has originals.

If you mark this field, all *previous* replies to this object are also filed in the folder that is specified in this window. Since replies with a date and time later than the document you are currently filing are not considered, it is recommended that you always file the most recent object.

So that you can easily retrieve all objects that you file together, it is recommended that you specify the same keyword(s) for all objects.

Folder

The name of the folder in which the object is currently stored is automatically shown in this line. If you have not previously filed the object (or if it is stored in the Inbasket, Outbasket or Wastebasket), the name of the default folder is shown here.

If you want to file the object in a different folder, you type that name in this line.

To display a list of all folders defined in your cabinet, you can enter an asterisk (*) in this line and press ENTER. In the resulting window, you can mark a folder with the cursor and press ENTER to include the folder name in the "File" window.

To take an object which is stored in a folder out of that folder and store it in the default folder, you erase the folder name in this line.

You can also FILE a folder. To take the folder out of the folder in which it is stored, you erase the folder name in this line. As a result, it becomes an individual folder which is listed in the "Display Folders" screen (a folder that is stored in another folder is not listed in the "Display Folders" screen). You can also file the folder in another folder by typing the name of the new folder in this line.

File

If the object is currently stored in a file within the folder specified above, that name is displayed here.

Optional - to file the object in another file of the above folder, you type that name in this line.

To display a list of all files that are stored in the above folder, you can enter an asterisk (*) in this line and press ENTER. In the resulting window, you can mark a file with the cursor and press ENTER to include the file name in the "File" window.

Optional - to take an object which is stored in a file out of that file (and store it in the folder specified in the line above), you erase the file name in this line.

Name

The name of the object that you want to file is automatically shown in this line. You can file the object under a new name (i.e. rename it) by typing over the name displayed here.

If the object does not have a name, it is identified by its description. The description is enclosed in parentheses and is shown directly below this line.

If you have also marked the "Mark to File with original(s)" field, renaming is not possible.

Keywords

Optional - you can specify up to six keywords when you file certain kinds of objects. A keyword must not contain an asterisk (*).

If keywords have already been defined, they are shown in these lines. You can modify the keywords, erase them or define new ones.

If you want a list of keywords you have already specified for objects, you can enter an asterisk (*) in any of these lines. Con-nect then displays a list of all keywords you have previously specified (and the frequency with which you have used them). You can mark a maximum of 6 keywords and press ENTER. If the list of defined keywords is longer than can be displayed in the window, you must press ENTER repeatedly.

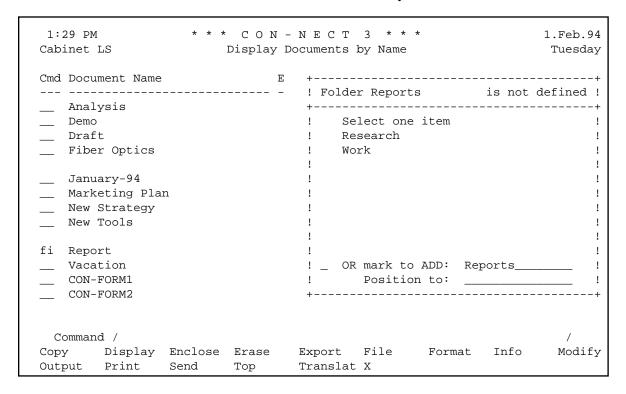See the description of the "Add" screen for further information on keywords.

After you have completed the above information, press ENTER to file the object.

The Specified Folder or File does not yet Exist

If you specify the name of a folder or file which does not yet exist, a window listing all folders or files in your cabinet, starting with the letters you specified, is displayed. You can then mark a folder or file with the cursor and press ENTER to include its name in the "File" window.

You can also mark the field at the bottom of the window with any character to add a new folder or file.
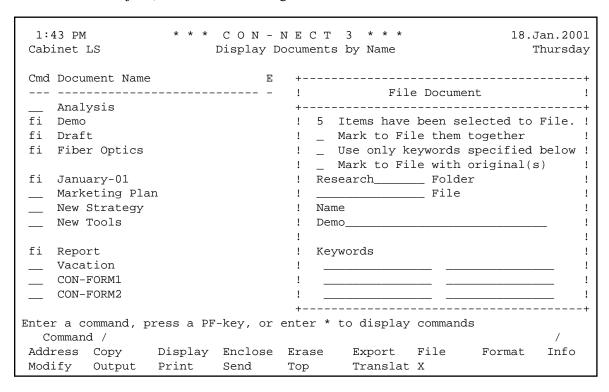
```
  1:29 PM              * * *  C O N – N E C T  3  * * *              1.Feb.94
 Cabinet LS                   Display Documents by Name                 Tuesday

 Cmd Document Name              E    +----------------------------------------+
 --- ------------------------- -    ! Folder Reports        is not defined !
 __   Analysis                      +----------------------------------------+
 __   Demo                          !      Select one item                   !
 __   Draft                         !      Research                          !
 __   Fiber Optics                  !      Work                              !
                                    !                                        !
 __   January-94                    !                                        !
 __   Marketing Plan                !                                        !
 __   New Strategy                  !                                        !
 __   New Tools                     !                                        !
                                    !                                        !
 fi   Report                        !                                        !
 __   Vacation                      ! _  OR mark to ADD:  Reports_____    !
 __   CON-FORM1                     !         Position to:  _____  !
 __   CON-FORM2                     +----------------------------------------+


   Command /                                                            /
 Copy     Display  Enclose  Erase    Export  File     Format   Info    Modify
 Output   Print    Send     Top      Translat X
```

Note:
In addition to adding a new folder or file using the "Add Folder" screen (see *Adding a Folder*), you can also add a folder or file using this method.

Filing Several Objects at the Same Time

To file several objects at the same time, you must first access a screen which shows a list of objects. You can then mark several objects with FI in the Cmd-column.

If you enter FILE in the command line of a screen which shows a list of objects, all listed objects (a maximum of 12 objects) are selected for filing.

```
 1:43 PM              * * *  C O N - N E C T  3  * * *              18.Jan.2001
Cabinet LS                    Display Documents by Name                  Thursday

Cmd Document Name            E   +----------------------------------------+
--- -------------------------- -  !             File Document             !
__  Analysis                     +----------------------------------------+
fi  Demo                          ! 5  Items have been selected to File. !
fi  Draft                         ! _  Mark to File them together        !
fi  Fiber Optics                  ! _  Use only keywords specified below !
                                  ! _  Mark to File with original(s)     !
fi  January-01                    ! Research_____  Folder              !
__  Marketing Plan                ! _____  File                !
__  New Strategy                  ! Name                                 !
__  New Tools                     ! Demo_____      !
                                  !                                      !
fi  Report                        ! Keywords                             !
__  Vacation                      !  _____  _____    !
__  CON-FORM1                     !  _____  _____    !
__  CON-FORM2                     !  _____  _____    !
                                  +----------------------------------------+
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                      /
Address   Copy     Display  Enclose  Erase    Export   File    Format    Info
Modify    Output   Print    Send     Top      Translat X
```

When you file several objects at the same time, the following additional fields are displayed in the "File" window:

n Items have been selected to File

> The number of objects that you want to file in shown here.

Mark to File them together

> You can mark this field with any character to file all marked objects in the same folder and/or file.

> If you leave this field blank, a "File" window is displayed for each object , and you must specify the folder and (optionally) the file in which you want to store the object. You may also specify a new name and define new keywords for each object. After you have completed your specifications, press ENTER to file the object and to proceed to the next object.

Use only keywords specified below

> If you have marked the "Mark to File them together" field and also mark this field, all objects are filed with the keywords that are specified in this window. The keywords of the first object are shown by default. If you leave this field blank, all objects are filed with the keywords that have previously been specified for them.

Mark to File with original(s)

> This field is only shown when at least one of the objects you are about to file has an original.
>
> If you mark this field, all *previous* replies to this object are also filed in the folder that is specified in this window. Since replies with a date and time later than the document you are currently filing are not considered, it is recommended that you always file the most recent object.
>
> So that you can easily retrieve all objects that you file together, it is recommended that you specify the same keyword(s) for all objects.

Caution:
If you mark the objects to be filed together, you cannot rename them as described in this section. You can only modify the name and keywords of the first object.

Filing an Object Without Displaying the "File" Window

When a single object is currently displayed, you can specify the name of the folder and file in which you want to store the object in the command line, as described below.

To store the object in a folder (and not in a file of that folder), you must specify the following command sequence:

```
FILE folder-name
```

To store the object in a file of a folder, you must specify the following command sequence:

```
FILE folder-name file-name
```

In both cases, a "File" window is not displayed.

The "Info" Screens

An "Info" screen is displayed when you issue the INFO command in conjunction with a specific object. For example:

```
  INFO Document fiber-optics/and/sharks
```

You must not specify a date as part of the command sequence. To display information for a calendar entry, you must access a screen which shows a list of calendar entries and then mark the calendar entry with IN. Calendar entries use "Info" windows instead of screens.

As a rule, an "Info" screen displays the object definition criteria, i.e. information specified when the object was added or last modified.

The following is an example of the "Info for *Document-name*" screen.

```
 15:11                 * * *  C O N - N E C T  3  * * *              21.Apr.1998
 Cabinet LS        Info for Fiber-optics and Sharks                     Tuesday
 Folder  Work           File
 -------------------------------------------------------------------------------
  Document Name Fiber-optics and Sharks           Document Format Txt
     Description _____
                 _____
                 _____
                 _____
        Keywords CABLE_____    FIBER_____   _____
                 SHARK_____   _____   _____
 Add Procedures _            Attached/Cover Notes      Enclosures
     Private use _      Security Read 7  Modify 7  Copy 7  Print 7

 Expiration Date 3.Sep.1999_    Archive on Expiration _
        Created 21.Apr.1998    15:11     by Long,Sonya            LS
       Modified 21.Apr.1998    15:11     by Long,Sonya            LS
          Mailed                         by
       Forwarded                         by

 Make all required changes and press ENTER to modify
    Command /                                                            /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Depending on the kind of object, it may be possible to modify the object definition criteria in the "Info" screen by typing new specifications in the lines of the screen.

If it is possible to specify keywords for the object, you can enter an asterisk (*) in any of these lines and press ENTER. As a result, a list of all previously defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press ENTER. If the list of defined keywords is longer than can be displayed in the window, you must press ENTER repeatedly.

Creation Date of an Object

For a document, the definition criteria are shown in an "Info" screen. There are other kinds of objects for which an "Info" screen does not exist. For example, for a reference document the definition criteria are shown in the "Display *Object*" screen and in the "Modify *Object*" screen.

The following information pertains to the creation date of an object - no matter in which type of screen it is shown.

```
        Created     6.Jul.93      2:23 PM by Starbuck,Thomas       TS
       Modified    13.Jul.93     11:28 AM by Long,Sonya            LS
         Mailed     9.Jul.93     10:14 AM by Starbuck,Thomas       TS
      Forwarded                           by

 Make all required changes and press ENTER to MODIFY
    Command /                                                               /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

For the above object, the following actions occurred:

- The object was created by Thomas Starbuck (6.Jul.93).

- The object was mailed to Sonya Long by Thomas Starbuck (9.Jul.93).

  The object arrived in Sonya Long's cabinet on the same day it was mailed. This is the "Date Filed" for the object in Sonya Long's cabinet (9.Jul.93); see the object called "Proposal from Thomas" in the example below.

```
   1:39 PM                * * *  C O N - N E C T  3 * * *            1.Feb.94
   Cabinet LS                  Display Documents by Name                Tuesday

   Cmd Document Name               Enc Typ Folder        File      Date Filed
   --- --------------------------- --- --- ------------- --------- -----------
   __  Alexander                       Txt Private                   7.Jan.94
   __  Analysis                        Txt Research      Projects    1.Feb.94
   __  Demo                            Txt Research      Projects   14.Jan.94
   __  Proposal from Thomas            Txt Work                      9.Jul.93
```

- The object was modified by Sonya Long (13.Jul.93). This does not affect the "Date Filed" in the above screen.

When you COPY an object and display the definition criteria for the copy, the creation date shown is the date the original object was created (i.e. this is not the date the copy was created). However, when you display a list of objects, the "Date Filed" shows the date the copy was first filed in your cabinet (which is the date the copy was created).

The "Modify" Screens

There are two types of "Modify" screens:

- Modify Object

- Modify Document-name

Modify *Object*

This type of screen displays the definition criteria, i.e. the information specified when the object was added or last modified.

A "Modify *Object*" screen is displayed when you issue the MODIFY command in conjunction with an object name. For example:

```
 MODIFY Folder research
```

You must not specify a date as part of the command sequence. To modify a calendar entry, you must access a screen which shows a list of calendar entries and then mark the calendar entry with MO.

The following is an example of the "Modify Folder" screen.

```
 10:31 AM                * * *  C O N - N E C T  3  * * *              18.Mar.2002
 Cabinet LS                         Modify Folder                            Monday

 Folder Name       Research_____           Filed in Folder   _____

 Description       _____
                   _____
 Sequence          1 (1-Ascending by Date 2-Descending by Date 3-User)
 Layout from       2 (0-Standard 1-Cabinet 2-Folder)     Update Folder Layout _
 Files             Status_____   Description _____
                   _____                _____
                   _____                _____
                   _____                _____
                   _____                _____
                   _____                _____
                   _____                _____
                   _____                _____
     More Files  _                                         Total Files
     Private Use _ or Security Read 7  Modify 7

Make all required changes and press ENTER to modify
   Command /                                                                    /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

You can modify the object definition criteria by typing over the information displayed in the "Modify *Object*" screen.

After you have made all changes in the "Modify *Object*" screen, you must press ENTER to modify the object. One of the following things happens, depending on the kind of object:

- the next screen displayed is specific to the object you are modifying and you must take further action as indicated at the bottom of the screen, or

- a message is displayed, telling you that the object was modified.

Modify *Document-name*

The Con-nect editor is also a "Modify" screen.

The editor is displayed when you issue the MODIFY command in conjunction with a document name. For example:

```
  MODIFY Document fiber-optics/and/sharks
```

As a result, the "Modify *Document-name*" screen is displayed and you can modify the document text. See *Text Processing* for further information about the editor.

```
  1:38 PM              * * *  C O N - N E C T  3  * * *              1.Feb.94
 Cabinet LS        Modify  Fiber-optics and Sharks                     Tuesday
 Folder  Work            File                        Page     1 Line     1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   Marine biologists have charted some capricious changes in the
   feeding habits of sharks.

   In the past two years, sharks have repeatedly attacked the new
   fiber-optic telephone cable off the Canary Islands. The marauding
   is expensive. An average cable repair is laborious and costs at
   least $150,000.




 Enter a command, press a PF-key, or enter * to display commands
   Command /                                      / used  1 %  Dir +  Del ,
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

The "Modify *Document-name*" screen does *not* display the document definition criteria. To modify the document definition criteria, you must display the "Info" screen for the document (see *The "Info" Screens*).

Other Types of Screens

Selection windows appear if you enter a wrong command, or forget to enter an object if one is required. You can then select the correct command or object by marking it with the cursor and pressing ENTER.

Windows can also appear when you request information for an object. For example, a reminder is always displayed in a window.

Other types of screens and windows are function- or command-related. These screens and windows are described in the sections of this documentation dealing with the particular function associated with them.